



## CASPP Requirements

1. Persons completing all modules are eligible for **Certification in Arizona State Public Procurement (CASPP)**.
2. Completion means meeting all requirements to complete Module VI.
3. Students shall be required to complete the modules in sequence. This eliminates the necessity for redundant information in the modules.
4. Course equivalencies:
  - a. Fundamentals of AZ Public Procurement Series: course equivalency may be completed by providing evidence of years of relevant state service, or by having attending the original API course(s), or by testing out of the material. Module III requires all three. Test-out for Module III is conducted by appointment only.
  - b. Specialist Series: Candidates for certification must take all courses and pass the course assessments.

	MODULE	COURSE EQUIVALENCIES		
		*Years	Training	Test-out
<b><i>Fundamentals of AZ Public Purchasing Series</i></b>	Module I – “Fun”-damentals	2	or 101	N/A
	Module II – Small Dollar Purchases (1 cent to \$10,000)	2	and 201	N/A
	Module III – Informal Solicitations: RFQs	2	and 301	and Yes
<b><i>Specialist Series</i></b>	Module IV – Formal Solicitations: Competitive Sealed Bids (IFBs)	N/A	N/A	No
	Module V - Competitive Sealed Proposals (RFPs)  (Note: 2 Day Course)	N/A	N/A	No
	Module VI – Evaluating Responses to Solicitations	N/A	N/A	No

\*“Years” means years in Arizona State full time position conducting procurement activities.